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Governor

State of New Jersey
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Acting Attorney General

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Administrator

June 24, 2014
NOTICE OF JOB VACANCY
#14-51

An opportunity currently exists in the unclassified service within the Department of Law and Public Safety, Office of Insurance Fraud Prosecutor for applicants who meet the minimum job requirements specified below:

TITLE: Accountant 2

SALARY: \$50,643.69 – 71,698.74

LOCATION: Office of the Insurance Fraud Prosecutor
25 Market Street
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES:

Under the supervision of the Acting Insurance Fraud Prosecutor, Deputy Insurance Fraud Prosecutor Bureau Chief, Assistant Bureau Chief or designee in the Private Insurance Bureau, organizes and completes complex accounting assignments. Interprets accounting and financial data. Edits accounting and financial reports and verifies accuracy and compliance with accounting principles, regulations, and procedures. Prepares financial and related reports containing findings and recommendation. Maintains accounting records and files (electronic and hard copy).

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college with a Bachelor's degree, including or supplemented by twenty-one (21) semester credit hours in professional accounting courses (which may include courses in municipal and government accounting).

NOTE:

Possession of a valid Certificate as a Certified Public Accountant or registration as a Public Accountant issued by the New Jersey State Board of Accountancy may be substituted for the required degree in accounting.

EXPERIENCE:

Two (2) years of professional accounting or auditing experience.

NOTE:

Applicants who have successfully completed the required twenty-one (21) credit hours in accounting as specified above may substitute additional experience for the remaining education as indicated above on a year for year basis.

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.



If you possess the required experience and education and are interested in the above position, please send a letter (including job vacancy number) and current resume before the closing date of July 14, 2014 to:

***Christina Roberts, Human Resources Representative
Office of the Attorney General
P.O. Box 081
Trenton, NJ 08625-0081***

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

